

May 19, 2010

Lori Lillis  
Wilson School District  
2601 Grandview Blvd.  
West Lawn, PA 19609

To Whom It May Concern:

I would like to express my interest in the Instructional Technology Integration Coach position at the Wilson School District. I was informed of this position by your email.

Over the past ten years I have taught computer/business education at both Daniel Boone and the Wilson School District. During my tenure, in addition to instructing many advanced computer classes, I assisted the technology department with teacher training and with the ghosting of computers, setting-up computer labs, running of zen applications, installing software, and completing preventative maintenance on computers. As well as teaching, I continued to pursue my passion for technology by receiving my Instructional Technology Certification from Kutztown University and my Instructional Technology Masters from Wilkes.

On the technical side of computers I continue to work part time for Berks Western Telecom, Inc. where I am responsible for implementing computer/data systems in various size businesses. Additionally I have been responsible for the installation of wireless classrooms at Villanova University. In 1998 I was responsible for the management of a \$20,000 painting business that proved valuable in the development of my superior management and team building skills. During this time I was responsible for the entire running of the business including the hiring and firing of employees, creating business leads with the public, and participating in formal meetings on a weekly basis.

I believe that my skills and experience closely match what the Wilson School District is seeking. Please contact me with any questions at your convenience. I can be reached at home 610-777-3131 or via e-mailed at [rickervb@comcast.net](mailto:rickervb@comcast.net)

Sincerely yours,

Richard M. Lapi

Enclosure

# *Richard M. Lapi*

102 Jefferson Boulevard  
West Lawn, PA 19609

Phone: (610) 777-3131  
E-mail: rickervb@comcast.net

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**Objective:** To obtain a Technology Integration position that utilizes my teaching experience as well as my technology experience to advance and assist a school districts staff.

## **Education:**

PA Technology Specialist Certification July 2008  
Kutztown University

Masters of Science—Integrating Technology into the Curriculum August 2006  
Wilkes University

Bachelor of Science—Business Education December 1999  
Shippensburg University  
\*Shippensburg University College of Business is accredited by  
the American Assembly of Collegiate Schools of Business

## **Teaching/Professional Experience:**

Wilson High School August 2005-Present

- ♦ Eschools gradebook transition facilitator for 3<sup>rd</sup>-12<sup>th</sup> grade
- ♦ New Teacher Technology Trainer
- ♦ Schoolwire website master
  - My Web Site
    - <http://www.wilsonsd.org/770271112384135/site/default.asp#>
- ♦ ITEP Instructor (staff development)
- ♦ Pinnacle & Eschool's gradebook manager and instructor
- ♦ Building technology assistant
- ♦ Technology team member
- ♦ Computer classes include:
  - Multimedia
    - Video Editing
    - Digital Storytelling
    - Flash Animation
    - Photo Editing
  - Introduction to Computers
    - Microsoft Suite
  - Web 2.0 Business Concepts
    - Moodle/blackboard
    - Integration of web 2.0 tools

Berks Western Telecom, Inc. Summers 2005-Present

- ♦ Responsible for the implementation of wireless and wired computer networks, wild card door systems, and IP phone systems at Villanova University
  - \*Villanova was ranked as the number 1 wired college in the US by PC magazine

**Daniel Boone High School**

August 2000-August 2005

- ◆ Pinnacle gradebook manager and instructor
- ◆ Building technology assistant
- ◆ Technology team member
- ◆ Computer classes include:
  - Microsoft Applications II
  - Desktop Publishing
  - Personal Keyboarding
  - Software Applications
  - Academic Support (Compass Learning)
  - Cisco Web Design
  - Multimedia & Internet

**Triple A Student Painters**

September 1997-August 1998

- ◆ Managed painting business that grossed \$20,000 in 4 months
- ◆ Tasks included interviewing, hiring, training and supervising nine employees
- ◆ Responsible for generating customer leads, providing payroll information, and participating in weekly formal meetings

**Certifications:**

- ◆ Instructional Technology Certification 2009
- ◆ Eschools Gradebook Manager 2008-Current
- ◆ Pinnacle Gradebook Manager 2001
- ◆ Level 2 Business Education Professional Certification December 2005
  - Data Processing
  - Office Technologies
  - Accounting
- ◆ Microsoft Office Specialist: Word 2003 June 2006
- ◆ Cisco Web Design Instructor July 2003
- ◆ Student Assistance Program Training October 2003
- ◆ Compass Learning Instructor Training July 2002

**Volunteer/Activities:**

- ◆ Game Manager for Wilson Sports Events 2007-Present
- ◆ PETE & C conference attendee 2008
- ◆ Head Coach, Wilson Boy's Volleyball Team 1996, 2000-Present
- ◆ Assistant Ski Club Advisor 2001-Present
- ◆ Computer Fair Advisor 2002-Present
- ◆ Head Coach, Wilson Girls' Volleyball Team 2004-2007

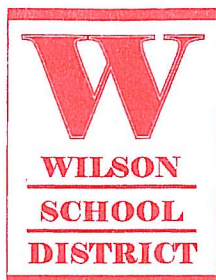
**References: Available upon request**

Lawrence J. Mussoline, Jr., Ph.D.  
Superintendent  
ext. 1115

Rudy Ruth, Ed.D.  
Assistant Superintendent  
for Administration  
ext. 1154

Patricia Ahrens, Ph.D.  
Director of  
Curriculum & Staff Development  
ext. 1157

Leigh Ann Whitehill, Ed.D.  
Director of Special Education  
ext. 2193  
FAX (610)678-6376



**2601 Grandview Boulevard  
West Lawn, PA 19609-1324  
Phone: (610) 670-0180  
FAX: (610) 670-9101  
[www.wilsonsdist.org](http://www.wilsonsdist.org)**

Diane J. Richards, CPA  
Director of Finance  
and Support Service  
ext. 1158

Lori L. Lillis  
Director of Human Resources  
ext. 1167

Georgann Syphard  
Director of Pupil Services  
ext. 1124

Walter T. Banks  
Director of Technology  
ext. 1226

November 10, 2008

To Whom It May Concern:

Mr. Rick Lapi has worked with me as a Teacher/ Technology building team leader for the past 3 years of my tenure as Director of Technology. His responsibilities have included training, serving as building maintenance liaison and on the technology strategic plan committee. His role has been critical to the success of technology planning and implementation at both the building and district level.

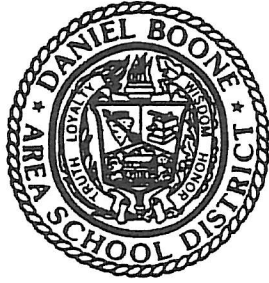
During his time here he has had an amazing impact on the appearance and perception of technology department at the Wilson School District. Mr. Lapi has been a Computer education teacher for over 9 years. His ability to integrate new technologies as a model for his peers has been exceptional. Mr. Lapi (Rick) is highly respected by his co-workers for his willingness to help anyone anytime he can. He has been instrumental in helping institute new district-wide cost saving procedures (i.e. printer pooling and streamlined maintenance procedures). He is very well organized, diligent in his paperwork, easily reachable, and always on time.

Rick has done an excellent job and I would highly recommend him for any position in your company.

Sincerely,

Walter T. Banks

Director of Technology and Media Services  
Wilson School District



## DANIEL BOONE AREA SCHOOL DISTRICT

Technology Department – Daniel Boone High School - 501 Chestnut Street, Birdsboro, PA 19508

Telephone: (610) 582-6424

FAX: (610) 582-2483

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Mr. Michael D. Jacobs

*Director of Educational Technology*

Mrs. Mary Ann Conway

*Assistant Director of Educational Technology*

To: Director of Personnel

From: Michael D. Jacobs, Director of Educational Technology

Date: November 18, 2008

Re: RECOMMENDATION – RICHARD LAPI

It is my pleasure to recommend Richard Lapi for a technology position with your school district. I have worked with Richard in his capacity as a computer instructor at the Daniel Boone High School and have found him to be highly skilled in instructing students, faculty, and staff in the use of computers and related technologies.

While at Boone, Richard did an excellent job in teaching students to use all components of the Microsoft Office Suite, various desktop publishing applications, multimedia applications, the Internet, and Cisco Web Design. In addition to his teaching responsibilities, Richard was involved with many student centered extracurricular activities while assisting the faculty and staff as a gradebook manager and representing the high school on the district wide technology committee.

In conclusion, I recommend Richard for a technology position with your school district. I sincerely believe that his successful attainment of a Masters of Science degree in Integrating Technology into the Curriculum and his on-going course work toward earning a technology specialist certification make him a highly qualified candidate. His rapport with students and staff, enthusiasm for learning, creativity in his approach to teaching, willingness to work with staff, and technical knowledge make him an excellent candidate for any educational technology position.

MICHAEL D. JACOBS  
DIRECTOR OF EDUCATIONAL TECHNOLOGY



July 20, 2007

To Whom It May Concern,

Please accept this letter of recommendation in strong support of Rick Lapi for the Instructional Technology Position at your district. As Instructional Technology Coordinator for Wilson School District, I have worked closely with Rick Lapi over the course of the last few years. As the Computer Applications Teacher for Central Junior High School, Rick and I worked closely together to develop and teach Internet Safety to his 7th Graders. Rick also was instrumental in developing coursework to implement the Classroom Performance System with his students and share his lessons with his colleagues.

Rick is also the varsity volleyball girls and boys coach. His players respect him and strive for excellence in his program. He has the interpersonal skills that every leader needs. This quality alone makes him an excellent candidate for a leadership position.

In closing, I consider Rick Lapi to be one of the most respected and dedicated teachers at Wilson. He continually seeks to increase his knowledge base to benefit his students and colleagues. Based on these qualities, I feel he would be a great candidate for your district. If you have any further questions regarding Rick's ability or this recommendation, please do not hesitate to contact me.

Sincerely,  
Deborah F. Chestnut

A handwritten signature in black ink, reading "Deborah F. Chestnut". The signature is fluid and cursive, with the first name being the most prominent.

Wilson School District  
Instructional Technology Coordinator  
610-670-0180 ext. 1139